

PLANNER I

Planning & Zoning



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Planner I is responsible guiding and managing land use, zoning, and long-range planning initiatives within Terrebonne Parish.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

LOCATION

Government Tower – 1st Floor

REPORTS TO

Building Official

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Work involves both office and outdoor environments during site visits or public inspections with occasional walking, standing, and light lifting.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

American Institute of Certified Planner (AICP) certification or the ability to obtain certification within 18-months of employment.

Valid Louisiana driver's license

In this role, the incumbent will be expected to administer land development regulations, support the implementation of the Parish's Comprehensive Master Plan, and lead efforts related to housing, transportation, recreation, quality of life, and disaster recovery.

The Planner also serves as a key liaison to various boards and committees, provides technical support for the Houma Board of Adjustment, and collaborates across departments and agencies to advance planning and community development goals.

JOB DUTIES

- Develop and implement strategies from the Comprehensive Master Plan, including housing, transportation, quality of life, and recovery planning initiatives.
- Manage day-to-day land use planning, permitting, and development processes within conventionally zoned areas.
- Review applications submitted to the Houma Board of Adjustment and prepare professional staff reports and written recommendations.
- Create, update, and maintain GIS databases and mapping tools to support planning, zoning, and recovery efforts.
- Assist the public with Board of Adjustment applications, speed hump requests, and general planning inquiries.
- Conduct speed studies to evaluate traffic calming measures such as speed humps.
- Prepare, submit, and monitor multiple grant applications; track awarded grants and generate required reports.
- Draft, update, and enforce zoning ordinances, subdivision regulations, and development codes.
- Coordinate regional transportation planning projects, including bicycle and pedestrian networks, and manage related grant funding.
- Communicate with local authorities regarding traffic control concerns, such as on-street parking and traffic calming requests.
- Serve as staff liaison to the Parish Tree Board; draft meeting agendas and minutes and oversee related projects.
- Participate in meetings with various boards and committees, including the Planning Commission, Tree Board, MPO, and Houma Restoration District.
- Collaborate with internal departments, external agencies, and community organizations to support planning goals and initiatives.
- Attend and contribute to state and regional planning meetings, including DOTD and MPO (TAC and Policy) sessions.
- Conduct quarterly evaluations and one-on-one meetings with staff as needed.
- Respond to daily emails and phone inquiries from the public and stakeholders.
- Submit weekly activity reports and project updates to supervisor.
- Complete annual training requirements, including ethics and sexual harassment training.
- Perform additional tasks or special projects as assigned by the Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide planning initiatives, facilitate interdepartmental collaboration, and take ownership of complex projects from concept to completion.
- **Time Management:** Skilled in prioritizing multiple tasks and deadlines across ongoing projects, board responsibilities, and grant management with minimal supervision.
- **Analytical Skills:** Ability to interpret data, policies, and regulations to develop sound planning recommendations and evaluate land use and transportation impacts.
- **Communication Skills:** Strong written and verbal communication skills for preparing reports, presenting to boards and the public, and working effectively with diverse stakeholders.
- **Organizational Skills:** Must be able to manage detailed records, track grant activities, coordinate meetings, and maintain consistency across multiple planning initiatives.
- **Technical Skills:** Competence in using GIS software, Microsoft Office Suite, and planning-related tools to conduct spatial analysis, draft documents, and support decision-making.
- **Qualifications:**
 - Bachelor's degree in Urban & Regional Planning, Geography, Public Administration, Environmental Studies, or a closely related field.

